



CLINICAL SOCIAL WORKER (HEALTH/  
CORRECTIONAL FACILITY) - SAFETY  
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are **January – June** and **July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678) and a Supplemental Application for Clinical Social Worker (H/CF) - Safety to:

**By mail with:**  
Department of Corrections and Rehabilitation  
Selection Services Section  
P.O. Box 942883  
Sacramento, CA 94283-0001  
(916) 322-2545

**or**

**In person with:**  
Department of Corrections and Rehabilitation  
Selection Services Section  
1515 “S” Street, Room 522-N  
Sacramento, CA 95814  
(916) 322-2545

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for CSW (H/CF) - Safety can be downloaded from State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov) or CDCR’s website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov), or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

**NOTE:** Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their application.

SALARY RANGE(S) As of January 1, 2007  
Salary for Adult Institutions, Division of Juvenile Justice and Division of Correctional Health Services Only

Range P: \$5,368.00 - \$6,525.00 (This range applies to non-licensed Clinical Social Workers)  
Range Q: \$5,775.00 - \$6,995.00

**An additional bonus is offered as indicated below (as of January 1, 2007):**

- A pay differential of 3 percent of the base pay will apply to positions in the Division of Correctional Health Care Services, headquarters mental health management and policy development.

As of January 1, 2007  
Salary for Division of Adult Parole Operations

Range A: \$3,437.00 - \$4,284.00

It is anticipated that positions utilized by the Division of Adult Parole Operations will also receive a pay increase in the near future.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO’s)
- Pre-retirement death benefit
- Dependent Care Benefit
- Long term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Professional education and training (five days per fiscal year)
- License or certificate renewal fee reimbursement (Actual cost)
- Continuing Education (18 hours per fiscal year)
- California Public Employees’ Safety Retirement System (Exempt from paying into the Federal Social Security System)

MINIMUM  
QUALIFICATIONS

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year, at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277 (e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.] **And**

**Education:** Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.

**Special Personal Characteristics:** An objective and empathetic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

**Special Physical Characteristics:** Persons appointed to class of Clinical Social Worker (Health/Correctional Facility) – Safety are reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates. Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.

**Drug Testing-**Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

EXAMINATION  
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

**Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%**  
**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

- 1. Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work
- 2. Psycho/social aspects of mental and developmental and physical disabilities
- 3. Community organization principles
- 4. Scope and activities of public and private health and welfare agencies
- 5. Characteristics of mental, developmental, and physical disabilities
- 6. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields

**B. Ability to:**

- 1. Utilize and apply effectively the required technical knowledge
- 2. Establish and maintain the confidence and cooperation of persons contacted in the work
- 3. Secure accurate psycho/social data and record such data systematically
- 4. Prepare clear, accurate, and concise reports
- 5. Work family and community agencies in preparation for discharge
- 6. Develop and implement programs
- 7. Provide professional consultation
- 8. Analyze situations accurately and take effective action
- 9. Communicate effectively

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Clinical Social Worker (Health/Correctional Facility) - Safety**, under general direction in a State correctional facility or outpatient clinic, conducts responsible psychiatric social work with and on behalf of mentally, physically, or developmentally disabled persons and their relatives; maintains order and supervises the conduct of inmates and/or youthful offenders; protects and maintains the safety of persons and property and does other related work.

Positions exist at various institutions and parole outpatient clinics statewide with the Department of Corrections and Rehabilitation.

VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
------------------------------------	--

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 four weeks after filing his/her application if he/she has not received a progress notice.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in **Open Entrance** and **Open, Non promotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from Ste Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS